

M e m o r a n d u m

Date: May 5, 2010

To: Hayward Area

Attention: Captain M. W. Mulgrew

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Hayward Area was conducted on January 22, 2010. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on April 20, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 604 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 57 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	248	41.06%	22.99	23
Telecommunications	210	34.77%	19.47	20
Fleet	30	4.97%	2.78	3
Weapons	116	19.21%	10.75	11
Total	604			57

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 56 of the 57 items were located. One item was transferred out of the command. Furthermore, three of the 56 located items require a correction be made to the property record and two items were noted to need a replacement tag. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 21 of the 25 items reconciled. Three items require a correction be made to the property record and one item located at the command was not listed on the OPI inventory list. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by July 9, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Hayward Area
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May 5, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Golden Gate Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
HAYWARD AREA
April 20, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
PAS DEVICE	XMM236			X			Replacement tag needed.
PAS DEVICE	XMM366			X			Replacement tag needed.
Mobile Radio	R49480			X			Item removed from vehicle and located in ASM office.
Scanner	R54454			X			Item removed from vehicle and located in ASM office.
Motorcycle - Repeater	R5654				X		Item transferred to Fleet Operations Section - 074, signed CHP 57 attached.
Scanner	R90273			X			Item located in vehicle 1249960.
Control Head - Mobile	R57030			X			Item removed from vehicle and located in ASM office.
Scanner	R80682			X			Item removed from vehicle and located in ASM office.
Control Head - Motorcycle	R85105			X			Item located in ASM office.
Control Head - Motorcycle	R84249		X				Item located on-site in ASM office. Database lists item at Castro Valley - 375.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
HAYWARD - 345**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1 104550	PRINTER LASERJET 4+	USFC302654	X					
2 112434	RADAR	041799	X					
3 112435	RADAR	042401	X					
4 115664	RADAR, VEHICLE	043651	X					
5 115671	RADAR, VEHICLE	043548	X					
6 127935	PRINTER	JPBTM03058	X					
7 132654	SCANNER	M1H84E39Y	X					
8 137351	LIDAR, HANDHELD	UX015401	X					
9 137511	HAND HELD RADAR UNIT	AS001496	X					
10 137513	HAND HELD RADAR UNIT	AS001653	X					
11 142622	TIRE CHANGER	0603107929	X					
12 142974	SCANNER, NGS FORD MASTER KIT	0506-54844SK	X					
13 156650	LAPTOP	0039353984	X					
14 156651	LAPTOP	0039353980	X					
15 156657	LAPTOP	0039338514	X					
16 156670	LAPTOP	0039338498	X					
17 158070	FASCIMILE LASER MACHINE	U61326K7N254122	X					
18 159521	ANALYZER BREATH PAS DEVICE	083056	X					
19 160919	COMPUTER	MXL8250TXX	X					
20 164172	COMPUTER	MXL83209YR	X					
21 XBY013	LIVE SCAN/WITH LAPTOP #DDPMH41	ID500-001407	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
HAYWARD - 345**

ATTACHMENT B

ASSET #			DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
22	XMM236	PAS DEVICE		8736	X				X	Replacement tag needed.
23	XMM366	PAS DEVICE		8866	X				X	Replacement tag needed.
EQUIPMENT TO INVENTORY LIST										
1	146937	VEHICLE INTERFACE MODULE		0506-54926CV	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMM PROPERTY INSPECTION REPORT
HAYWARD - 345**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	F2001	Propane Tank		144995	X					
2	R337125	Mobile Repeater	1290574	7600444	X					
3	R41587	Mobile Radio	1288975	9540213	X					
4	R42661	Mobile Radio	1290447	9540995	X					
5	R44959	Mobile Repeater	3QKM817	7611003	X					
6	R49480	Mobile Radio	1239778		X				X	Item removed from vehicle and located in ASM office.
7	R54454	Scanner	1288975	45006570	X				X	Item removed from vehicle and located in ASM office.
8	R55596	Scanner	1270741	95004043	X					
9	R5654	Motorcycle - Repeater	M8968					X		Item transferred to Fleet Operations Section - 074, signed CHP 57 attached.
10	R58195	Mobile Radio	1288999	9935100	X					
11	R59221	Base Station - rack type		1455006	X					
12	R63320	Hand-Held Radio	19340	402AWY1064	X					
13	R68489	Hand-Held Radio	19085	402AXE7752	X					
14	R68724	Hand-Held Radio	17613	402AXE7939	X					
15	R69370	Hand-Held Radio	18533	402AXE8110	X					
16	R73723	Fixed Receiver - rack type		1462726	X					
17	R79252	Control Head - Mobile	1248581		X					
18	R81068	Scanner	1289135	96001254	X					
19	R87062	Mobile Repeater	1240076	Visteon 735660	X					
20	R90273	Scanner		316Z44000386	X				X	Item located in vehicle 1249960.

LEGEND

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**CALIFORNIA HIGHWAY PATROL
2010 TELECOMM PROPERTY INSPECTION REPORT
HAYWARD - 345**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	R43249	Mobile Radio	spare		X					
2	R43809	Mobile Radio	1240076	9542784	X					
3	R48030	Motorcycle Radio	spare	9544233	X					
4	R49851	Public Address Amplifier		7109	X					
5	R53273	Mobile Radio	3QKM817	9543093	X					
6	R54850	Fixed Receiver - rack type		14406907	X					
7	R57030	Control Head - Mobile	1239778	1565228	X				X	Item removed from vehicle and located in ASM office.
8	R78410	Control Head - Mobile	1289135		X					
9	R80682	Scanner	1239778	96001252	X				X	Item removed from vehicle and located in ASM office.
10	R85105	Control Head - Motorcycle			X				X	Item located in ASM office.
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)										
1	R84249	Control Head - Motorcycle						X		Item located on-site in ASM office. Database lists item at Castro Valley - 375.

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

345-01

VEHICLE NR: M8968 ✓

YEAR:	2003	LICENSE NR:	E88A12 ✓
MAKE:	BMW	REPLACES VEHICLE:	M8394
MODEL:	R1150RT	VIN:	WB10499A83ZE88960
CLASS CODE:	EM-B	DATE PLACED IN SERVICE:	2-26-03
DEALER STOCK NR:		FUEL CARD #:	3539

E Q U I P M E N T

ITEM:	DESCRIPTION:
A RADIO - CHP	✓ 78088 47675
A RADIO CONTROL HEAD	✓ 98088 92090 - R-77943 (3-18-03) R59835-10-10-4
A REPEATER	✓ R5654 5024 - ✓ R 5654 - (9-1-04) 85
FLASHLIGHT/BATON HOL	
REPEATER ANTENNA	
SIREN	
SIREN AMPLIFIER	
STALKER RADAR WIRING	
STROBE LIGHT ASSEMBL	

ASSIGNED TO LOCATION: 074

RECEIVED BY: Harold Hemmen
(Signature)

PRINT NAME: HAROLD HEMMEN

ID NUMBER: A4998

DATE: 4-6-09

ODOMETER: 100083
TRANSFERED FROM LOCATION: 345

DELIVERED BY: [Signature]
(Signature)

PRINT NAME: TIMOTHY MOORE

ID NUMBER: 17757

DATE: 04/06/09

----- End of Report -----

345-02

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R84249

SN

Model # S815

Description CONTROL HEAD

Vendor Name GE

Warranty End

Asset Key CONTROL HEAD.S815.NONE

Location 375.00.00.0

Vehicle # M9361

Assigned to Vehicle LC# 93A54

ITEM LOCATED ON-SITE (345)
IN ASM OFFICE. 4/20/10
BA.

ATTACHMENT D

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
345	1215543 Y	1215543	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
345	1239645	1239645	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
345	1239656 Y	1239656	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
345	1239878	1239878	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
345	1239922	1239922	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
345	1239999 Y	1239999	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
345	1240076 Y	1240076	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
345	1248293	1248293	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
345	1248325	1248325	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1248384	1248384	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1248579	1248579	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1248581	1248581	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1249960 Y	1249960	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
345	1270741	1270741 Y	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
345	1270925 Y	1270925	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
345	1288958	1288958	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1288959	1288959 Y	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1288975 Y	1288975	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1288999 Y	1288999	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1289135	1289135	PRIMARY COLLISION FACTOR	2009	FOR	CRNVIC
345	1290447 Y	1290447	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1290542	1290542	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	1290574 Y	1290574	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
345	300Y890	50MY549	COMMANDER VEHICLES	2005	FOR	CRNVIC
345	3004817	5W1E025 Y	COMMANDER VEHICLES	2007	FOR	CRNVIC
345	M9547	E96A93	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
345	M9569 Y	M97A16	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
345	M9588	M97A35	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
345	M9645 Y	3000452	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
345	T341	19517	TRAILERS	2006	CALIF	MOTOR TRLA

If the vehicle has been transferred - attach CMP 57 form

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE: _____

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
345 - Hayward

ATTACHMENT E

March 26, 2010

Officer Issued Weapons

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
345 - Hayward

March 26, 2010

[REDACTED]

[REDACTED]

Issued to officer:

[REDACTED]

Department of California Highway Patrol

Complete Area Inventory

345 - Hayward

March 26, 2010

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons

Ser#

Control#

Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

345 - Hayward

March 26, 2010

[illegible]This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Issued to Area/Division: [REDACTED]

Ser# Control#

Comments

[REDACTED]

Ser# Control#

Comments

[REDACTED]

(202) Issued to Area/Division
Ser# Control#

Comments

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
345 - Hayward

March 26, 2010

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] Y
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]
[REDACTED]

[REDACTED] S

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED] Y
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]
[REDACTED]

[REDACTED]

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]
[REDACTED]

Department of California Highway Patrol

Complete Area Inventory

345 - Hayward

March 26, 2010

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]